

APPENDIX H

UNIT MOVE DOCUMENTATION

A. PURPOSE

1. This appendix and Service regulations, directives, and field manuals prescribe the actions required to prepare deploying units for movements. This appendix applies to the cargo belonging to deploying units on Military Sealift Command (MSC)-arranged ships through common user ocean terminals or via Air Mobility Command (AMC) airlift.
2. Transportation data for unit cargo movement during contingencies and classified mobilization exercises affords the maximum protection possible within the limitations and constraints of existing systems. Since data processing in the Defense Transportation System (DTS) is unclassified, classified data requires handling and processing separate from other movement data.
3. When available, clearance and advance movement data updates required by this appendix may be accomplished through the Service's automated deployment system.

B. HOST NATION (HN) AGREEMENTS

1. Unit movements in support of an overseas contingency/exercise must comply with standard HN agreements in addition to this regulation. These agreements provide the HN, Port of Debarkation (POD), and theater Commander (CDR) with information necessary for terminal operations and onward movement of equipment cargo within the theater.
2. In the North Atlantic Treaty Organization (NATO) these agreements are known as Standardization NATO Agreements (STANAGs). Implementing document information and other pertinent details concerning STANAG requirements (<http://www.nato.int/docu/standard.htm>) may be obtained by contacting the Service Headquarters (HQ) as follows:

a. United States (US) Army

HQ, Army Materiel Command
ATTN: AMCRM-D
9301 Chapek Road
Fort Belvoir, VA 22060-5527

DSN: 656-3275
Commercial: 703-806-8554

b. US Air Force

HQ, US Air Force/ILG
1030 Air Force Pentagon
Washington, DC 20330-1030

DSN: 225-1793 or 227-4742
Commercial: 703 695-1793 or 703 697-4742
FAX: DSN: 225-2470; Commercial: 703 695-6799
E-Mail: trans@af.pentagon.smil.mil

c. US Navy

Navy Warfare Development Command
ATTN: Doctrine Department (Code N3)
686 Cushing Road, Simms Hall
Newport, RI 02841-5000

DSN: 948-1145
Commercial: 401 841-1145

d. US Marine Corps

Marine Corps Combat Development Command
ATTN: Doctrine Division (C 426)
Building 3300, Russell Road, Suite 318A
Quantico, VA 22134-5021

DSN: 278-3616
Commercial: 703 784-3616

C. PROCEDURES

The procedures used for documentation of unit moves are minor variations from normal procedures. They are detailed in Paragraphs D through M below.

D. SHIPMENT UNIT CONFIGURATION

1. To limit the quantity of advance data, which is passed when transporting unit move cargo, each shipment unit is documented individually with minimal detailing of the content of unitized cargo.
2. Each consolidated 463L pallet load, unitized load, vehicle (loaded or empty), multiple vehicles combined as an integral unit, Container Express (CONEX), Military Van (MILVAN), or Sealift Van (SEAVAN), is unit controlled and the unitized shipment is documented as a single shipment unit rather than as a consolidated shipment. Shipment visibility is the responsibility of the deploying units.
3. Sensitive, classified, and/or Hazardous Materials (HAZMAT) will not be loaded in unit vehicles except when operationally required and authorized by the units' Service (HQ) and the Transportation Component Command (TCC), (AMC, MSC, or Military Surface Deployment and Distribution Command [SDDC]) dependant upon mode of transportation service provided. See also Paragraphs H.1.c and H.1.d.
4. Vehicles must be reduced in length, width, and height for shipping according to directives of each Service.

5. All units must document all items on a pallet, in a container, or nested in a piece of equipment. Complete shipment documentation is the responsibility of the deploying unit and the information must be captured electronically.
6. Register shipments of all sensitive materials, including non-ordnance related classified, Pilferable, hazardous, and high value cargo into the Defense Transportation Tracking System.

E. MARKING AND LABELING OF SHIPMENT UNITS

1. Equipment cargo is marked In Accordance With (IAW) Service directives and Military Standard (MIL-STD) 129, Department of Defense Standard Practice, Military Marking For Shipment and Storage (<http://assist.daps.dla.mil/docimages/0003/51/85/STD129.PD8>) and this regulation. The Transportation Control Number (TCN) and Unit Line Number (ULN) must appear on each shipment unit.
2. A Military Shipping Label (MSL) (Figure 305-1) with linear or 2-dimensional bar codes and in-the-clear ULN will be uniformly applied to all unit move equipment/cargo. These bar coded labels allow automated identification technology to process unit move shipments through the terminals expeditiously. DD Form 1387, Military Shipment Label, (Figure 305-2), will be used only for Department of Defense (DOD) contingency operations where manual entry is the only means available to document DTS shipments.
 - a. One label is required on each shipment unit. For vehicles and consolidated shipments (MILVANS, SEAVANS, CONEXs, and 463L pallets) place two labels on adjacent sides.
 - (1) Place one label on the front of the vehicle, either on the left side of the bumper or corresponding location for vehicles without bumpers and place the other label on the left side door or comparable location.
 - (2) For containers, SEAVANS, and CONEXs, one label will be placed on the right door as seen from the outside opening and the other label on the adjacent side or in another location where it can be readily seen from the ground.
 - b. Upon arrival at the Port of Embarkation (POE) or other transshipment point, scan the bar-coded labels on the equipment/cargo to automatically update the advance movement data file and establish cargo accountability. If bar coded labels are not available upon deployment, apply them at the POE.
 - c. When completing a MSL or a DD Form 1387 for a classified movement, the POD, consignee and Required Delivery Date fields will be left blank.
3. A DD Form 1387-2 is required for any shipment moving via military airlift which is classified or requires additional special handling, e.g., Protect from Freezing. Refer to Appendix V, Figures V-24 and V-25, for the DD Form 1387-2 and guidance on its completion.
4. A Shipper's Declaration for Dangerous Goods (Figure J-1) must be prepared for all HAZMAT moving by air.
5. A DD Form 836 (Figure J-3) will be prepared if:
 - a. Moving HAZMAT by government vehicle/rail car.

- b. Moving HAZMAT on a government owned or chartered vessel.
 - c. Moving HAZMAT on a commercial vessel when onward surface movement at a Seaport of Debarkation may be by government-owned vehicle by any portion of the surface movement to destination.
 - d. Moving HAZMAT by commercial truck/rail car, if a security escort is to accompany or provide surveillance of the cargo in-transit IAW this Regulation, Part II, Cargo Movement, Chapter 205. The DD Form 836 will be provided to the security escort who will give it to the carrier upon delivery to commercial carrier terminal or to a replacement security detail for onward movement.
6. In addition to the labels applied to each shipment unit, stencil the TCN when required by Service directives.

F. RADIO FREQUENCY IDENTIFICATION (RFID) POLICY

1. As RFID technology is fielded throughout the DTS, IAW DOD Radio Frequency Identification (RFID) Policy (Under Secretary of Defense (Acquisition, Technology and Logistics) memorandum dated 2 October 2003), all Layer 4 Freight Containers (e.g., 20/40 foot sea vans, large engine containers) and palletized (463L air pallets) unit move shipments, as well as all major organizational equipment, must have active data-rich RFID tags written with content level detail (e.g., nomenclature, stock number) and applied at the point of origin by all activities (including contractors) stuffing containers or building air pallets. Exception to these requirements applies to self-deploying aircraft and ships. A Layer 4 Freight Container, e.g. 20/40 foot sea vans, 463L pallets with net, is defined as an article of transport equipment:
- a. Of a permanent character and accordingly strong enough to be suitable for repeated use.
 - b. Specially designed to facilitate the carriage of goods by one or more modes of transport, without intermediate reloading.
 - c. Fitted with devices permitting its ready handling, particularly its transfer from one mode of transport to another.
 - d. So designed as to be easy to fill and empty.
 - e. Having an internal volume of one cubic meter or more.
 - f. The term “freight container” includes neither vehicles nor conventional packing.

G. TCN

Each shipment unit (including ocean container shipments) is controlled by a unique TCN. Construct the TCN as outlined in Table H-1.

Table H-1. TCN Construction

TCN Position	TCMD Record Position (rp)	Explanation
1	30	Service code (A-Army, F-Air Force, M-Marine Corps, N-Navy, and Z-Coast Guard).
2-8	31-37	Army activities will enter a Unit Identification Code beginning with TCN position 2 and putting a \$ (dollar) special character in position 8. All other Services will enter a ULN beginning with TCN position 2 and filling any unused positions with a \$ (dollar) special character. Army activities will generate a T_9 record containing ULN information. (See this Regulation, Part II, <u>Cargo Movement</u> , Appendix M, Table M-13).
9-10	38-39	Service use, except for code "CH" which is reserved to identify small units (10 tons of equipment or less) moving by air. Requires data entry, do not leave blank. Use zeros if no data available.
11-14	40-43	Shipment number, increment number, or serial number.
15	44	Unit cargo TCN indicator. (Enter a zero here).
16-17	45-46	Split/partial shipment or complete shipment unit indicator.

H. TRANSPORTATION DOCUMENTATION CODES

- Find the codes required for completion of transportation documentation in this Regulation, Part II, Cargo Movement, Appendices Y and YY.
 - Transportation Account Codes (TACs). The following service TACs are used for unit movements during actual emergency deployments:

<u>Service</u>	<u>Code.</u>
US Army	To be assigned at time of deployment by HQ, Department of the Army.
US Air Force	See this Regulation, Part II, <u>Cargo Movement</u> , Appendix V, Attachment V5, for unit deployment/redeployment TAC assistance guidance or contact the Air Force TAC coordinator for assistance.
US Navy	To be obtained from Fleet CDR or other authority directing the deployment prior to movement.
US Marine Corps.	To be assigned at time of deployment.
US Coast Guard (USCG)	To be assigned at time of deployment by USCG.

I. ADVANCE MOVEMENT DATA FORMATS

- Transportation data for unit moves is compiled and submitted to TCCs using Service automated systems. Shippers will provide National Stock Number (TCMD T_6) and Unit Line Number

(TCMD T_9) information when mandated by the respective TCMD format conditions. Unit move exceptions for TCMD generation are as follows:

- a. CONEX, MILVAN, SEAVAN, loaded 463L pallet, unitized load. Each of these containers, loaded or empty, loaded 463L pallet, or a unitized load is a single shipment unit and is not documented as a consolidated shipment. Document identifier (DI T_0/I) data formats and applicable trailer data as prescribed in this Regulation, Part II, Cargo Movement, Appendix M are used unless otherwise directed by the responsible Ocean Cargo Clearance Authority (OCCA). HAZMAT may not be loaded and documented as part of these single shipment units unless approved by the TCC and marked IAW Paragraph H.1.c.
- b. Vehicles. Each vehicle (empty or loaded) is a single shipment unit and is documented using data formats with DI TV_ as detailed in this Regulation, Part II, Cargo Movement, Appendix M. The piece count will always be 0001. For empty vehicles, the actual weight and cube of the vehicles, as shipped, will be given. For loaded vehicles, the weight and cube will reflect the actual loaded vehicle weight and cube as shipped. HAZMAT may not be loaded and documented as part of this single shipment unit unless approved by the TCC and marked IAW Paragraph H.1.c.
- c. HAZMAT. When authorized by the TCC, compatible HAZMAT may be consolidated and documented as part of a container, vehicle, pallet, or unitized load single shipment unit. For shipments containing more than one commodity, the commodity code for the prime DI T_0/I format will be determined by the commodity with the greatest cube for surface moves and by weight for air moves. The water type cargo code and the special handling code will be determined IAW the appendix for the codes. For multiple commodities, the additional commodity code, water type cargo code, and special handling code information will be entered into DI T_9 trailer formats. DI T_9 trailers will include the information required by this Regulation, Part II, Cargo Movement, Appendix M, Table M-16. Ammunition and explosive material may require multiple DI T_6 and DI T_7 formats. The unit provides the T_6 record covering the National Stock Number in the format prescribed in this Regulation, Part II, Cargo Movement, Appendix M, Table M-10, unless the multipak or other exception provision applies.
- d. Protected Shipments. Identify classified and sensitive cargo loaded in unit vehicles, containers, pallets, or unitized loads. Enter the commodity code, water type cargo code, and special handling code in the prime DI T_0/I format and use T_9 trailers to enter additional information.

J. CLEARANCE, ROUTING AND ADVANCE DATA SUBMISSION

1. The deploying unit will provide advance data before actual movement to the POE begins for clearance of cargo and equipment. This procedure allows proper routing of the cargo to be determined and provides for coordinated movement of material into the transshipment facilities. Units must be familiar with the movement information necessary to support these routing and clearance procedures.
2. Movement data, including requests for routing, are normally prepared as far in advance as possible and maintained by the cognizant transportation element (For Army and Air Force, this is generally the Transportation Officer (TO). For the Navy, in the absence of the TO, it is the Senior Supply Officer or designee of the Commanding Officer. For Marine Corps, it is the TO or the unit logistics planner in conjunction with the TO and updated in coordination with the

supported unit. For the Coast Guard, it is the unit TO or the Unit Logistics Officer. This advance preparation allows immediate submission to the clearance authority identified in this Regulation, Part II, Cargo Movement, Appendix R when a unit move is required.

3. The cognizant transportation element submits the advance movement data to the clearance authority unless prior arrangements have been made to provide automated movement requirements through a Service system. Automated systems may be established for Continental United States (CONUS) units in coordination with the SDDC Operations Center (ATTN: SDG3-D) or, for overseas units, with the theater CDR and supporting surface and air clearance authorities. Route these actions through the supported unit chain of command.
 - a. Commercial Transportation. When movement to the POE is by commercial transportation, the cognizant transportation element obtains a routing by submitting the movement requirements as detailed in this Regulation, Part II, Cargo Movement, Chapter 202, Paragraph C for the CONUS or theater directives overseas.
 - b. Road March. When movement to the POE is by road march (in organic vehicles), the cognizant transportation element submits advance data/Export Traffic Release Requests (ETRR) and is notified by SDDC or AMC of the POE and required arrival date.
 - c. All Methods. After receiving routing information for movement of the equipment/cargo to the POE, the cognizant transportation element submits advance data in TCMD format, as outlined in this Regulation, Part II, Cargo Movement, Chapter 203, Paragraph B.18 to the surface or airlift clearance authority listed in this Regulation, Part II, Cargo Movement, Appendix R.
 - d. ETRRs for unit move cargo on commercial liner service vessels.
 - (1) The Integrated Booking System (IBS) allows data from the Unit module to be transferred to the Sustainment module. When deploying/redeploying units populate all fields in their Deployment Equipment List (DEL), and the data is sent to IBS, SDDC can create the ETRRs electronically in IBS. Units no longer need to complete manual ETRRs to submit requests for movement.
 - (2) Units that do not submit DEL cargo information to IBS will still be responsible for completing manual ETRRs and submitting them to SDDC. The location of the booking office will depend on the deploying location of the unit. If the unit is deploying from the CONUS, ETRRs are submitted to the respective Combatant Command (COCOM) team at the SDDC Operations Center.
 - (3) Outside CONUS units are required to submit ETRRs to the SDDC Transportation Terminal Group (TTG) for their Area of Responsibility (AOR). ETRRs for unit move cargo will be submitted to SDDC units via the IBS, FAX or electronically via e-mail. All e-mail traffic must include a copy to the respective COCOM Team in the SDDC Operations Center. ETRR formats can be obtained from the respective AOR booking office.
 - (a) The 598th TTG is responsible for obtaining ETRRs for units originating or moving within the United States European Command AOR.

- (b) The 599th TTG is responsible for obtaining ETRRs for units originating or moving within the United States Pacific Command AOR; however, the 833rd Transportation Terminal Battalion retains responsibility for coordinating moves to and from Alaska due to the use of Universal Service and Regional Domestic contracts.
 - (4) Completed ETRRs will be submitted to the respective OCCA for booking. If no rates exist, a one time only request will be forwarded to the SDDC Operations Center.
4. Preparation and use of a DD Form 1384, Transportation Control and Movement Document, is not required for clearance, movement by commercial transportation, or terminal processing. The data outlined by this appendix is required and must be submitted in a machine-readable format, but the DD Form 1384 may be used to compile the data.

K. SURFACE BOOKING AND TERMINAL PROCESSING

1. Advance data provides the basis for arranging ocean movement and processing unit equipment/cargo through the POE.
2. SDDC OCCA and Ocean Cargo Booking Offices use the Export Traffic Releases (ETR), DEL and movement orders/directives to book ocean vessels and ensure adequate sealift is available at designated POEs.
3. The advance movement data (TCMD, ETR, DEL) provided to the clearance authority and movement orders/directives are used by the water terminals to plan vessel pre-stow and terminal operations (marshalling and staging areas, receipt of cargo, vessel loading). Use the cargo receipt data to update the advance movement data and enable terminals to prepare final vessel stow plans, ocean cargo manifests and cargo traffic messages/STANAGs.

L. AIR TERMINAL PROCESSING

Advance movement data provided to air clearance authorities and movement orders/directives are used by AMC for planning and the receipt/processing of cargo at the terminals. Cargo receipt data is used to update the advance movement data and enable terminals to generate air cargo manifests.

M. HAZMAT EXEMPTIONS

1. Transportation of HAZMAT during unit moves must be in compliance with Service regulations and the regulations discussed in this Regulation, Part II, Cargo Movement, Chapter 204. The Department of Transportation (DOT) issues certain exemptions related to unit moves. (<http://hazmat.dot.gov/exsys.htm>)
2. The CDR, SDDC, in conjunction with the CDR, MSC, is the authorized representative of the sponsoring Services in obtaining new or modified exemptions. In an emergency, the sponsoring Services may make direct contact with the DOT to obtain an exemption. SDDC Operations Center, ATTN: SDG3-DF (Force Protection Division), 661 Sheppard Place, Ft Eustis, VA 23604-1644, is to be promptly notified of each emergency action.

3. Units may obtain specific information on exemptions from this Regulation, Part II, Cargo Movement, Chapter 204, Table 204-1 of this regulation and the following:
 - a. US Army - SDDC Operations Center (See Paragraph L.2.)
 - b. US Air Force - AFMC LSO/LOT
 - c. US Navy - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.
 - d. US Marine Corps - Refer to NAVSEA SWO-20-AC-SAF-010/020/030, Transportation and Storage Data for Ammunition, Explosives, and Related Hazardous Materials.

N. TRANSPORTATION DISCREPANCIES

Report all losses, damage, and delays IAW this Regulation, Part II, Cargo Movement, Chapter 210.

O. DATA TIMELINESS

The arrival and departure of unit personnel and equipment at all nodes from the origin to the destination will be visible in the Global Transportation Network (GTN) (See this Regulation, Chapter 302, Table 302-2). This applies to all military and commercial origin, in transit, and receiving activities. Manifesting activities will input data to transportation systems that interface with GTN.

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